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Background Notes  
OC Engineering Staff

General:

The most significant records produced by this Staff are the R&D files described in items 10 and 11. The top Engineers feel that a 25 years retention of these files is adequate for their purposes. From what I've been told, their research deals with modification and fabrication of existing equipment and components rather than basis research in the field. Most of their work involves reduction in size of transmitters and receivers and concealment of such devices.

The history of this R&D work is documented in detail in the retained Staff Monthly Reports (item 1.a.)

Item 1.n. These are Agency produced reports such as OO and CS series.

Item 2.a. (5)(a) This record is not retained in the Official Personnel Folder, and is considered important in documenting the qualifications of the employee.

General:

In discussing this schedule yesterday (11/22/65) with [redacted] [redacted] it was agreed that items 10, 11 and 8.a.(4)(5) will be submitted to National Archives for appraisal. This is necessary because disposition standards in General Schedule 19 call for retention of the types of records proposed for disposal in items 10 and 11.

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